



AGENDA  
CITY COMMISSION MEETING  
COMMISSION CHAMBERS, CITY HALL  
MONDAY, JULY 14, 2014 5:30 PM

1. CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. PROCLAMATIONS: None

3. PRESENTATIONS:

- A. Glorianne Fahs to present check to the City from her book proceeds for the Mote-Morris House.
- B. Presentation from American Water Works Association, Florida Chapter to City of Leesburg Water Department
- C. Presentation on final design of Main Street streetscape project by Frank Bellomo, Bellomo Herbert, Inc.

4. CONSENT AGENDA:

Routine items are placed on the Consent Agenda to expedite the meeting. If the Commission/Staff wish to discuss any item, the procedure is as follows: (1) pull the item(s) from the Consent Agenda; (2) vote on remaining items with one roll call vote, (3) discuss each pulled item and vote by roll call

A. CITY COMMISSION MEETING MINUTES:

- 1. Meeting held May 13, 2013
- 2. Meeting held April 28, 2014
- 3. Meeting held June 9, 2014

B. PURCHASING ITEMS: None

C. RESOLUTIONS: None

5. PUBLIC HEARINGS AND NON-ROUTINE ITEMS:

- A. Second reading of an Ordinance rezoning approximately 1.28 acres from City R-2 to City SPUD to allow future business expansion for property south of the intersection of South Street and Florida Avenue (A-Line Fire & Safety)

- B. Second reading of an ordinance for vacating an unused utility easement adjacent to the property line between Lot 4 and Lot 5 of Love's Point Estates on the north side of Fairfax Street north of Spartan Drive (Dan Robuck III).
- C. First Reading of an Ordinance approving a Franchise Agreement with Duke Energy
- D. First reading of an Ordinance adding Section 22-182 to the code of ordinances, establishing a policy for nonresidential utility deposits for new accounts on the Lake Square Mall Property.
- E. 800 North Lee Street - Leesburg Land Company, Inc.
  - 1. First reading of an ordinance amending the Comprehensive Plan for the City of Leesburg, changing the Future Land Use Map designation of certain property containing approximately .51 acres, being generally located on the northeast corner of Lee Street and West Oak Terrace Drive, from City Medium Density Residential to City Transitional. (Leesburg Land Company, Inc.)
  - 2. First Reading of an Ordinance of the City of Leesburg, Florida, rezoning approximately .51 acres generally located on the northeast corner of Lee Street and West Oak Terrace Drive, from City R-2 (Medium Density Residential) to City SPUD (Small Planned Unit Development); and providing an effective date. (Leesburg Land Company, Inc.)
- F. Resolution authorizing execution of a Sale and Purchase Contract with Sofran Leesburg, Ltd.
- G. Resolution authorizing execution of a professional services agreement with Avcon, Inc. to provide engineering services on a continuing basis for airport related projects
- H. Resolutions authorizing certain agencies to administer the C.U.R.E. (Citizen Utility Relief Effort)
  - 1. Resolution authorizing The Christian Care Center to provide C.U.R.E. vouchers to utility customers
  - 2. Resolution authorizing The Restoration Outreach Community Center to provide C.U.R.E. vouchers to utility customers
- I. Resolution authorizing certain amendments relating to its outstanding hospital revenue refunding bonds, series 2011.
- J. Purchase request by Public Works Wastewater Division for \$39,700.00 to Allied Universal Corporation for liquid sodium hypochlorite for the Canal Street Water Treatment Facility.
- K. Urban Cooperation Agreement Between Lake County and the City of Leesburg Relating to the Community Development Block Grant Program

6. INFORMATIONAL REPORTS:

The following reports are provided to the Commission in accordance with the Charter/Ordinances. No action required.

- A. Miscellaneous Accounts Receivable Customers with City Attorney
- B. Expected Write-offs as of May 2014
- C. Report of Receipts and Disbursements by Fund May 2014
- D. City Manager Contingency Fund

7. CITY ATTORNEY ITEMS:

8. CITY MANAGER ITEMS:

9. PUBLIC COMMENTS:

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Commission Meeting. Comments are limited to three minutes.

10. ROLL CALL:

11. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.



# AGENDA MEMORANDUM

**Item No:** 5A.

**Meeting Date:** July 14, 2014

**Subject:** Ordinance rezoning approximately 1.28 acres south of the intersection of South Street and Florida Avenue, from City R-2 to City SPUD (A-Line Fire & Safety, Inc.)

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**Staff Recommendation:**

The Planning staff and the Planning Commission recommend approval of the proposed rezoning for the subject property to the SPUD (Small Planned Unit Development).

**Analysis:**

The project site is approximately 1.28 acres. The property is generally located south of the intersection of South Street and Florida Avenue, as shown on the attached General Location Map. The present zoning for this property is City R-2 (Medium Density Residential). Currently, the property is used as an office and single-family residential. The surrounding zoning of adjacent properties is City R-2 (Medium Density Residential) and R-1 (Low Density Residential). The existing Land Use designation for the subject property is City High Density Residential.

The proposed zoning district of City SPUD (Small Planned Unit Development) is compatible with the adjacent and nearby properties in the area and with the existing future land use designations

The existing land uses surrounding the property is office, multi-family residential, and single-family residential. Currently, the property is served by City utilities.

By a vote of 6 to 0 (one abstained due to conflict of interest) on May 29, 2014, the Planning Commission voted to recommend approval.

**Options:**

1. Approve the proposed rezoning to City SPUD (Small Planned Unit Development) thereby allowing consistent zoning and development standards for this area.
2. Other such action as the Commission may deem appropriate.

**Fiscal Impact:**

There will be a positive fiscal impact to the City through the business expansion of this property.

**Submission Date and Time:** 7/9/14 6:06 PM

Department: Community Development Prepared by: Bill Wiley, AICP Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input type="checkbox"/> Dates: _____ Attorney Review : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head <u>BW</u> Finance Dept. _____ Deputy C.M. _____ Submitted by: City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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ORDINANCE NO. \_\_\_\_\_

ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, AMENDING THE ZONING OF APPROXIMATELY 1.28 ACRES FROM CITY R-2 (MEDIUM DENSITY RESIDENTIAL) TO A CITY SPUD (SMALL PLANNED UNIT DEVELOPMENT) TO ALLOW FOR FUTURE EXPANSION OF AN EXISTING BUSINESS LOCATED SOUTH OF THE INTERSECTION OF SOUTH STREET AND FLORIDA AVENUE, AS LEGALLY DESCRIBED IN SECTION 27, TOWNSHIP 19, RANGE 24, LAKE COUNTY, FLORIDA, SUBJECT TO CONDITIONS CONTAINED IN EXHIBIT A; AND PROVIDING AN EFFECTIVE DATE. (A-Line Fire & Safety, Inc)

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that:

**Section 1.**

Based upon the petition of A-Line Fire & Safety, Inc, the owner of the property hereinafter described, which petition has heretofore been approved by the City Commission of the City of Leesburg Florida, pursuant to the provisions of the Laws of Florida, the said property located in Lake County, Florida, is hereby rezoned from City R-2 (Medium Density Residential) **to** City SPUD (Small Planned Unit Development), zoning district subject to conditions contained in Exhibit A to-wit:

LEGAL DESCRIPTION

See attached Legal Description Exhibit B

**Section 2.**

This ordinance shall become effective upon its passage and adoption, according to law.

**PASSED AND ADOPTED** at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the 14<sup>th</sup> day of July, 2014.

\_\_\_\_\_  
John H. Christian, Mayor

ATTEST:

\_\_\_\_\_  
Betty M. Richardson, City Clerk

**A-LINE FIRE & SAFETY  
REZONING TO SPUD (SMALL PLANNED UNIT DEVELOPMENT)  
PLANNED DEVELOPMENT CONDITIONS  
May 29, 2014**

These Planned Development Conditions for a SPUD (Small Planned Unit Development) District are granted by the City of Leesburg Planning Commission, Lake County, Florida to A-Line Fire & Safety, Inc./Albert Hollins Trust, "Permittee" for the purposes and terms and conditions as set forth herein pursuant to authority contained in Chapter 25 "Zoning", Section 25-278 "Planned Development Process" of the City of Leesburg Code of Ordinances, as amended.

**BACKGROUND:** The "Permittee" has submitted an application requesting a SPUD (Small Planned Unit Development) zoning district to continue commercial uses and add residential use on an approximately 1.28 +/- acre site within the City of Leesburg in accordance with their Planned Development application and supplemental information.

**1. PERMISSION**

Permission is hereby granted to A-Line Fire & Safety, Inc./Albert Hollins Trust to operate, and maintain a SPUD (Small Planned Unit Development) development in and on real property in the City of Leesburg. The property is generally located south of the intersection of South Street and Florida Avenue. The property is more particularly described as shown in the attached legal description below.

**2. LEGAL DESCRIPTION**

See attached legal Exhibit B

**3. LAND USES**

The above-described property shall be used for SPUD (Small Planned Unit Development) uses as limited herein, and pursuant to City of Leesburg development codes and standards.

**A. Uses**

- 1) Uses shall be those listed as permitted uses in this document and shall occupy the approximate area as shown on the Conceptual Plan.
- 2) Permitted Uses shall be as follows:
  - a. C-2 Community Commercial, residential, light industrial and associated uses.
- 3) Uses prohibited shall be as follows:
  - a. medical patience facilities
  - b. rehab centers (drug and alcohol)
  - c. group homes
  - d. entertainment/recreation including cinema or theater
  - e. places of worship

- f. crematoriums
- g. educational facilities
- h. community services
- i. social services
- j. package store (alcohol)
- k. gas station or convenience stores
- l. car wash
- m. restaurants
- n. transient accommodations
- o. truck stops
- p. animal hospitals and kennels
- q. heavy industrial uses
- r. stockpiling
- s. all waste related services
- t. Any other similar uses which are not considered office, commercial or light industrial in character or intensity which may adversely impact the adjoining properties do to traffic, noise, dust, etc.

B. Area

The Impervious surface coverage for this site shall not exceed eighty (80) percent of the gross site area.

C. Open Space

A minimum of twenty (20) percent of the site shall be developed as open space, including retention areas, buffer and landscaped areas. Parking areas and vehicle access areas shall not be considered in calculating open space.

4. **SITE ACCESS**

- A. Access to the property is currently available from South Street on the north (SR 44) and to the southern Parcel A from the 10 foot easement along the eastern boundary of the property.

5. **DEVELOPMENT STANDARDS**

- A. The minimum development standards shall be those required for the SPUD district except as amended by these conditions including the Conceptual Plan.
- B. All operations shall be carried on entirely within an enclosed structure, except as permitted under accessory uses of Section 25-284, City of Leesburg Code of Ordinances, as amended.

6. **PARKING**

- A. The permittee shall provide off-street parking spaces pursuant to the City of Leesburg Code of Ordinances, as amended, which shall include the required number of handicapped parking spaces.



7. **WETLANDS**

- A. Should wetlands exist on the site, the following requirements shall apply. Prior to disturbance or development of any wetland area, the "Permittee" shall submit and receive approval from all affected governmental agencies to include, but not limited to, St. John's River Water Management District and the State of Florida Department of Environmental Regulation. Any notice of violation from any affected agency shall be cause for a cease and desist order on permits issued by the City of Leesburg until such time as the violation has been resolved with the appropriate agency(s).

8. **DRAINAGE AND UTILITIES**

- A. Prior to receiving Final Development Plan Approval, the "Permittee" shall submit, if applicable, a Master Site Drainage Plan and Utility Implementation Plan acceptable to the City of Leesburg. Prior to removal, renovation or demolition of any existing development on the site, the permittee shall provide:
- 1) A detailed site plan demonstrating no direct discharge of stormwater runoff generated by the development into any natural surface waters or onto adjacent properties.
  - 2) A detailed site plan indicating all provisions for electric, water, sewer, and natural gas in accordance with the site plan review process as required by the City of Leesburg Code of Ordinances.

9. **TRANSPORTATION**

- A. If future redevelopment of the property is desired, any transportation improvements including but not limited to signalization, signage or turn lanes shall be contingent upon an MPO traffic study or exemption during staff review/permit application. All required transportation improvements shall comply with regulations of the City of Leesburg, Lake County, and/or the Florida Department of Transportation as applicable.

10. **LANDSCAPING AND BUFFER REQUIREMENTS**

- A. Any future landscaping and buffering, if required, shall be in accordance with regulations contained within the City of Leesburg Code of Ordinances including;

11. **MAINTENANCE**

- A. With the exception of public utilities and sidewalks, maintenance of all site improvements, including but not limited to drives, internal sidewalks, landscaping and drainage shall be the responsibility of the owner.

12. **MISCELLANEOUS CONDITIONS**

- A. The uses of the proposed project shall only be those uses identified in the approved Planned Development Conditions. Any other proposed use must be specifically authorized in accordance with the Planned Development amendment process.
- B. No person, firm or corporation shall erect, construct, enlarge, alter, repair, remove, improve, move, convert, or demolish any building structure, or alter the

land in any manner without first submitting the necessary plans and obtaining appropriate approvals in accordance with the City of Leesburg Codes.

- C. Construction and operation of the proposed use(s) shall at all times comply with City and other governmental agencies rules and regulations.
- D. The transfer of ownership or lease of any or all of the property described in this SPUD Agreement shall include in the transfer or lease agreement, a provision that the purchaser or lessee is made good and aware of the conditions pertaining to the Planned Unit Development established and agrees to be bound by these conditions. The purchaser or lessee may request a change from the existing plans and conditions by following the procedures as described in the City of Leesburg Land Development Code, as amended.
- E. These SPUD Conditions shall inure to the benefit of, and shall constitute a covenant running with the land and the terms, conditions, and provisions hereof, and shall be binding upon the present owner and any successor, and shall be subject to each and every condition herein set out.

14. **CONCURRENCY**

As submitted, the proposed zoning change does not appear to result in demands on public facilities which would exceed the current capacity of some public facilities, such as, but not limited to roads, sewage, water supply, drainage, solid waste, parks and recreation, schools and emergency medical facilities. However, no final development order (building permits) shall be granted for a proposed development until there is a finding that all public facilities and services required for the development have sufficient capacity at or above the adopted level of service (LOS) to accommodate the impacts of the development, or that improvements necessary to bring facilities up to their adopted LOS will be in place concurrent with the impacts of the development.

LEGAL DESCRIPTION

EXHIBIT B

Alternate Key #:1354731

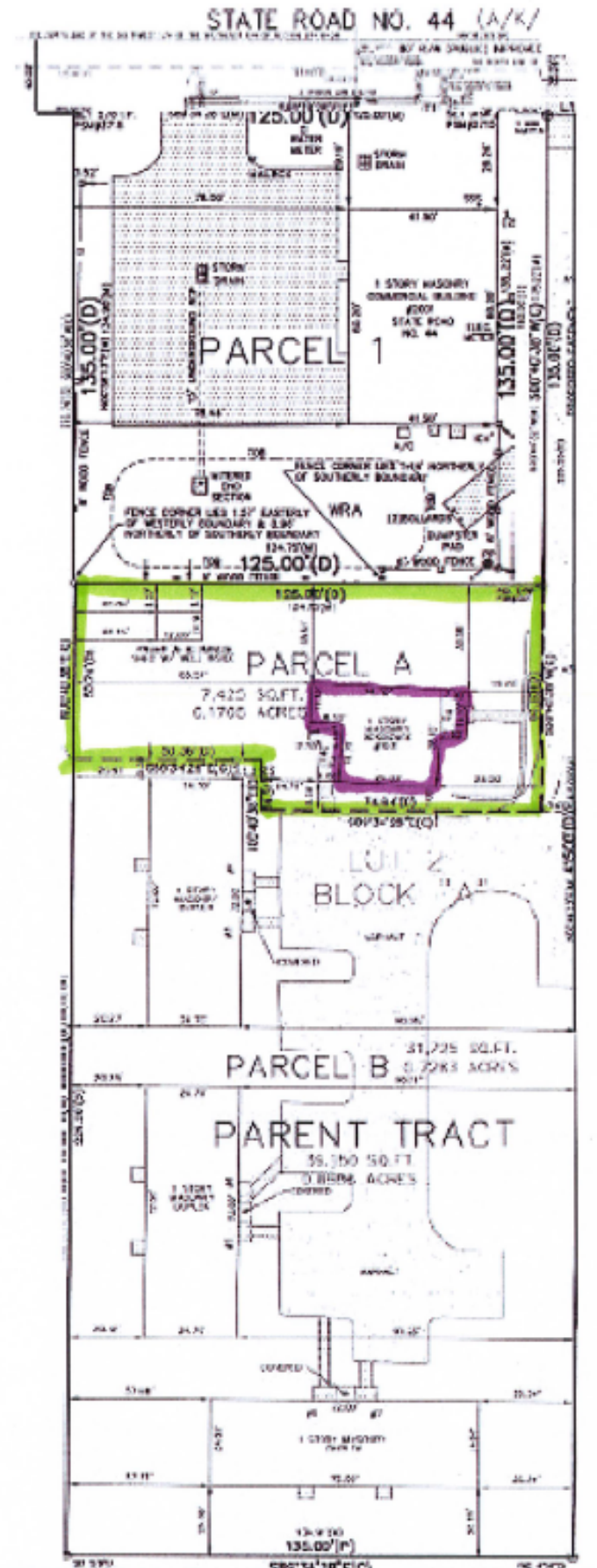
**The West 125 feet of North 160 feet of Lot 2, in Block A, in W.C. Wilkins Subdivision, in the City of Leesburg, Florida, according to the Plat thereof as recorded in Plat Book 5, Page 11, Public Records of Lake County, Florida, less and except the right of way of State Road No. S-468.**

**Subject to easements, restrictions and reservations of record, if any, but this instrument shall not operate to reimpose the same.**

Alternate Key 1354749

Lot 2 in Block "A" in W.C. Wilkins Subdivision in the City of Leesburg, Florida, according to the plat thereof, recorded in Plat Book 5, page 11, Public Records of Lake County, Florida, less and except the West 125 feet of the North 160 feet thereof, and less and except the right of way of State Road No. S-468.

## EXHIBIT C





# AGENDA MEMORANDUM

**Item No:** 5B.

**Meeting Date:** July 14, 2014

**From:** Bill Wiley, AICP, Community Development Director

**Subject:** Ordinance vacating an existing ten foot easement of Loves Point Estate for an unused utility easement (Robuck Easement)

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**Staff Recommendation:**

The Planning staff and Planning Commission recommend approval of the request for vacating an existing ten foot utility easement adjacent to the property line between lot 4 and lot 5 of Loves Point Estate. The area to be vacated is currently an unused utility easement under an existing house and its reservation for the proposed use is no longer needed and is creating a cloud on the title. The impacted areas are situated totally within the boundaries of the property that is currently owned by the applicant (See Exhibit A).

**Analysis:**

The vacation of the utility easement is requested by the property owner Dan Robuck III. This property is generally located east of Lee Street and south of W. North Boulevard. Existing utility easements, as required by the City of Leesburg, are currently existing to provide utility service(s) for this property.

By a vote of 7 to 0 on May 29, 2014, the Planning Commission voted to recommend approval.

**Options:**

1. Approve the request for vacating an existing ten foot utility easement adjacent to the property line between lot 4 and lot 5 of Loves Point Estate.
2. Other such action as the Commission may deem appropriate.

**Fiscal Impact:**

There will be no change in fiscal impact to the City through vacation of this easement.

**Submission Date and Time:** 7/9/14 6:06 PM

<p>Department: Community Development Prepared by: Bill Wiley, AICP Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input type="checkbox"/> Dates: _____ Attorney Review : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____ Revised 6/10/04</p>	<p>Reviewed by: Dept. Head <u>  BW  </u> Finance Dept. _____ Deputy C.M. _____ Submitted by: _____ City Manager _____</p>	<p>Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____</p>
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ORDINANCE NO. \_\_\_\_\_

ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, VACATING AN UNUSED UTILITY EASEMENT ADJACENT TO THE PROPERTY LINE BETWEEN LOT 4 AND LOT 5 OF LOVE'S POINT ESTATES, AS RECORDED IN PLAT BOOK 13 PAGE 48, TO RESOLVE A TITLE DEFECT FOR A PROPERTY LOCATED ON THE NORTH SIDE OF FAIRFAX STREET NORTH OF SPARTAN DRIVE, AS LEGALLY DESCRIBED IN SECTION 35, TOWNSHIP 19, RANGE 24, LAKE COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that:

**Section 1.**

The City Commission of the City of Leesburg, Florida, finding that a an existing ten foot utility easement adjacent to the property line between lot 4 and lot 5 of Loves Point Estate in Lake County, Florida, is not needed or being used for public purposes, therefore the said easement, legally described below is hereby vacated and relinquished(See Exhibit A):

**Legal Description**

An Easement dedicated by and depicted on the plat of Loves Point Estates, A Subdivision in Leesburg, Florida as recorded in Plat Book 13, Page 48 of the Public Records of Lake County, Florida and described as follows:

A 10 foot wide drainage easement, as show on the plat of Loves Point Estates, lying 5 feet east and 5 feet west, when measured at right angles, of the common lot line between lots 4 and 5 of Loves Point Estates, A Subdivision in Leesburg, Lake County, Florida as recorded in Plat Book 13, Page 48 of the Public Records of Lake County, Florida.

**Section 2.**

This ordinance shall become effective upon its passage and adoption according to law.

**PASSED AND ADOPTED** at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**THE CITY OF LEESBURG**

By: \_\_\_\_\_  
Mayor John Christian

Attest: \_\_\_\_\_  
Betty Richardson, City Clerk







# AGENDA MEMORANDUM

**Item No:** 5C.

**Meeting Date:** July 14, 2014

**From:** Al Minner, City Manager

**Subject:** Ordinance approving the Duke Energy Franchise Agreement

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**Staff Recommendation:**

Staff recommends approval of Franchise Ordinance on first reading and set second reading and public hearing for August 11, 2014.

**Analysis:**

During the early 2000's the City of Leesburg conducted several annexations out-side the recognized electric service territory of Leesburg Electric. Annexing these areas gave the City certain municipal authorities and responsibilities. Accordingly, the City has the authority to charge a franchise fee for use of public easements and right-of-ways. Typically, across the state, non-municipal electric utility cities charge a 6% franchise fee for the rights and privilege of using public easements and right-of-ways. Currently, the City of Leesburg does not charge a franchise fee for the use of such ROWs inside the corporate limits of Leesburg.

Being that approximately half of the City's corporate limits are served by Duke Energy and growth is starting to re-occur, now is an appropriate time to implement such franchise fee. The attached ordinance is the vehicle required to charge a franchise fee. It has been developed in coordination with Duke representatives and is the "standard" franchise agreement executed between other Florida communities and Duke.

**Options:**

1. Approve Ordinance and set Second Reading/Public Hearing
2. Operate areas within Leesburg Corporate Limits without a Franchise Fee
3. Such alternative action as the Commission may deem appropriate

**Fiscal Impact:**

This proposal does not impact expenses for the City of Leesburg. This proposal creates a new General Revenue stream, which if approved, can start prior to FY 15 (October 1, 2014). It is estimated that a 6% franchise fee on Duke Energy sales will generate between \$50,000 - \$75,000 in new General Fund revenues.

The creation of a franchise fee will increase energy costs by 6% for those customers inside the Leesburg corporate limits, but being served by Duke Energy. At this time, Duke serves primarily residential customers. On average, with the creation of a 6% franchise fee, a 1,000 kWh electric bill will increase by \$7.33 per month (Source: FMEA Electric Comparison April 2014).

Submission Date and Time: 7/9/2014 6:06 PM

<p>Department: _____</p> <p>Prepared by: _____</p> <p>Attachments:    Yes____ No _____</p> <p>Advertised: _____Not Required _____</p> <p>Dates: _____</p> <p>Attorney Review :    Yes____ No _____</p> <p>_____</p> <p>Revised 6/10/04</p>	<p>Reviewed by: Dept. Head _____</p> <p>Finance Dept. _____</p> <p>Deputy C.M. _____</p> <p>Submitted by:</p> <p><b>City Manager</b></p> <p>_____</p> <p>_____</p>	<p>Account No. _____</p> <p>Project No. _____</p> <p>WF No. _____</p> <p>Budget _____</p> <p>Available _____</p>
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# AGENDA MEMORANDUM

**Item No:** 5D.

**Meeting Date:** July 14, 2014

**From:** William Spinelli, CPA- Finance Director

**Subject:** Ordinance adding §22 – 182 to the Code of Ordinances, establishing a policy for nonresidential utility deposits for new accounts on the Lake Square Mall Property.

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## Staff Recommendation:

Staff recommends adding §22 – 182 to the Code of Ordinances establishing a policy for nonresidential utility deposits for new accounts on the Lake Square Mall Property.

## Analysis:

The purpose of this policy is to encourage and assist in the redevelopment of the Lake Square Mall. Any non-residential customers establishing a new utility service account in the Lake Square Mall property as defined in the Ordinance, after the effective date of this ordinance, will not be required to provide a utility deposit in order to obtain utility service from the City.

The Lake Square Mall has experienced difficulty of late attracting and keeping quality retail tenants due to the recent recession, and to general economic and cultural changes which have made enclosed malls less attractive to consumers as a shopping destination. It would be of great benefit to the City of Leesburg if the Lake Square Mall could be revitalized, and conversely a great detriment to the City if the Mall were to cease doing business completely, and it is therefore in the best interests of the health, safety and welfare of the citizens of Leesburg for the City to take steps to encourage and support the restoration of the Lake Square Mall as a thriving retail center.

## Options:

1. Approve adding §22 – 182 to the Code of Ordinances.
2. Such alternative action as the Commission may deem appropriate

## Fiscal Impact:

By approving this ordinance, the City will be increasing its risk in bad debt allowance. However, the City currently has very limited bad debt write-offs due to the strict deposit policy. At this time, some risk may be allowable to encourage development. The Finance Department will closely monitor Electric Utility accounts to ensure a balance between opening new accounts and lack of utility payment.

Submission Date and Time: 7/9/2014 6:06 PM

<p>Department: _____</p> <p>Prepared by: _____</p> <p>Attachments:    Yes____ No _____</p> <p>Advertised: _____ Not Required _____</p> <p>Dates: _____</p> <p>Attorney Review :    Yes____ No _____</p> <p>_____</p> <p>Revised 6/10/04</p>	<p>Reviewed by: Dept. Head _____</p> <p>Finance Dept. _____</p> <p>Deputy C.M. _____</p> <p>Submitted by:</p> <p><b>City Manager</b></p> <p>_____</p> <p>_____</p>	<p>Account No. _____</p> <p>Project No. _____</p> <p>WF No. _____</p> <p>Budget _____</p> <p>Available _____</p>
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ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, ADDING §22 – 182 TO THE CODE OF ORDINANCES, ESTABLISHING A POLICY FOR NONRESIDENTIAL UTILITY DEPOSITS FOR NEW ACCOUNTS ON THE LAKE SQUARE MALL PROPERTY; DEFINING THE “LAKE SQUARE MALL PROPERTY” BY REFERENCE TO ALTERNATE KEY NUMBERS ASSIGNED BY THE LAKE COUNTY PROPERTY APPRAISER; SETTING FORTH LEGISLATIVE FINDINGS IN SUPPORT OF THE POLICY APPLICABLE TO LAKE SQUARE MALL ONLY; PROVIDING FOR EXPIRATION OF §22 – 182 AFTER THREE YEARS; PROVIDING FOR §22 – 182 TO PREVAIL IN ANY CONFLICT WITH ANY OTHER ORDINANCES; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Lake Square Mall has been an important part of the economic life of the City of Leesburg since it was built, and

**WHEREAS**, as is the case with many enclosed malls, the Lake Square Mall has experienced difficulty of late attracting and keeping quality retail tenants due to the recent recession, and to general economic and cultural changes which have made enclosed malls less attractive to consumers as a shopping destination, and

**WHEREAS**, it would be of great benefit to the City of Leesburg if the Lake Square Mall could be revitalized, and conversely a great detriment to the City if the Mall were to cease doing business completely, and

**WHEREAS**, it is therefore in the best interests of the health, safety and welfare of the citizens of Leesburg for the City to take steps to encourage and support the restoration of the Lake Square Mall as a thriving retail center,

**NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA:**

**SECTION I.**

§22 – 182 of the Code of Ordinances of the City of Leesburg, Florida, is hereby created to read as follows:

**Sec. 22-182 – Lake Square Mall Redevelopment Policy For Utility Deposits**

For non-residential customers establishing a new utility account in the Lake Square Mall property, defined as consisting of Alternate Key Numbers 2618043, 2803789, 2803797, 2803801, 1274168, 1703751, and 3363086, as assigned to those parcels by

the Property Appraiser of Lake County, Florida, the following utility deposit policy is hereby established:

- A. The purpose of this policy is to encourage and assist in the redevelopment of the Lake Square Mall. Any non-residential customers establishing a new utility service account in the Lake Square Mall property as defined above, after the effective date of this ordinance, will not be required to provide a utility deposit in order to obtain utility service from the City.
- B. This §22-182 is intended to provide a temporary benefit to the redevelopment of the Lake Square Mall, and therefore it shall expire three years after its passage by the Leesburg City Commission. However, expiration of this Ordinance shall not require any utility customer then receiving service in the Lake Square Mall property to place a deposit with the City for continued service. Expiration of this Ordinance will affect only new accounts established subsequent to the date of expiration.
- C. Notwithstanding any requirements regarding nonpayment of utility charges established in §22-263, in the absence of a utility deposit, the City Manager or his designee may (i) negotiate a repayment plan to recover past due payments, with interest, (ii) terminate the utility service, or (iii) take any other necessary action to protect the City's financial interest, immediately following the customer's past due date, including the requirement for a deposit as a condition of continued service after a default in payment. The options provided in this subsection are cumulative, and not exclusive of one another, or of any other legal remedies the City may have to recover any past due amounts owed to it.
- D. This Ordinance is not intended to waive the right, or negate the ability, of the City to require adequate assurance of future payment from any customer which files bankruptcy, to the fullest extent permitted by the United States Bankruptcy Code.

## **SECTION II.**

In the event of any conflict between this Ordinance and any other portion of the Code of Ordinances, the provisions of this Ordinance shall take precedence. Those portions of §22 – 181 which are not in direct conflict with this Ordinance shall apply within the Lake Square Mall property as fully as to utility accounts situated elsewhere.

### SECTION III.

If any portion of this Ordinance is declared invalid or unenforceable, and to the extent that it is possible to do so without destroying the overall intent and effect of this Ordinance, the portion deemed invalid or unenforceable shall be severed herefrom and the remainder of the ordinance shall continue in full force and effect as if it were enacted without including the portion found to be invalid or unenforceable.

### SECTION IV.

This Ordinance shall become effective upon its passage and adoption according to law.

**PASSED AND ADOPTED** at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

THE CITY OF LEESBURG, FLORIDA

BY: \_\_\_\_\_  
MAYOR

Attest: \_\_\_\_\_  
CITY CLERK



# AGENDA MEMORANDUM

**Item No:** 5.E.1.  
**Meeting Date:** July 14, 2014  
**From:** Bill Wiley, AICP, Community Development Director  
**Subject:** Ordinance for Small Scale Comprehensive Plan Amendment for 800 North Lee Street - Leesburg Land Company, Inc.

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## **Staff Recommendation**

The Planning staff and Planning Commission recommend approval of the proposed small-scale comprehensive plan amendment to the City's adopted Growth Management Plan.

## **Analysis**

The project site is approximately .51 acres. The property is generally located on the northeast corner of Lee Street and West Oak Terrace Drive. The project site is ten (10) or less acres and is, therefore, considered a small-scale comprehensive land use plan amendment. The City will notify the Florida Department of Economic Opportunity (FDEO) of the plan amendment and the Department will review the project site area to confirm that it is ten (10) acres or less. At that time, the Department will determine that it is a local issue and not subject to Department review.

Currently, the property is developed as vacant office use. The proposed use is for continuation of the office use with the addition of medical and educational uses. The surrounding Future Land Use Map designations around the subject property are all compatible with the proposed future land use designation. The proposed land use designation change from City Medium Density to City Transitional is also consistent with the City's adopted Growth Management Plan and would allow the proposed uses for the property.

The Planning Commission held a public hearing on the application on June 19, 2014 and by a vote of 4 to 0, recommended approval.

## **Options**

1. Approve the requested small scale comprehensive plan amendment to City Transitional.
2. Other such action as the Commission may deem appropriate.

## **Fiscal Impact**

There is no fiscal impact to the City for this action.

**Submission Date and Time:** 7/9/14 6:06 PM



<p>Department: Community Development Prepared by: Bill Wiley, AICP</p> <p>Attachments:    Yes <u>X</u>    No _____</p> <p>Advertised: _____ Not Required _____</p> <p>Dates: _____</p> <p>Attorney Review :    Yes <u>X</u>    No _____</p> <p>_____</p> <p>Revised 6/10/04</p>	<p>Reviewed by: Dept. Head <u>BW</u></p> <p>Finance Dept. _____</p> <p>Deputy C.M. _____</p> <p>Submitted by:</p> <p><b>City Manager</b></p> <p>_____</p> <p>_____</p>	<p>Account No. _____</p> <p>Project No. _____</p> <p>WF No. _____</p> <p>Budget _____</p> <p>Available _____</p>
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ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN FOR THE CITY OF LEESBURG, CHANGING THE FUTURE LAND USE MAP DESIGNATION OF CERTAIN PROPERTY CONTAINING APPROXIMATELY .51 ACRES, BEING GENERALLY LOCATED ON THE NORTHEAST CORNER OF LEE STREET AND WEST OAK TERRACE DRIVE, LYING IN SECTION 23, TOWNSHIP 19 SOUTH, RANGE 24 EAST, LAKE COUNTY, FLORIDA, FROM MEDIUM DENSITY TO TRANSITIONAL; AND PROVIDING AN EFFECTIVE DATE. (Leesburg Land Company, Inc.)**

**WHEREAS**, the City Commission has received written objections, recommendations, and comments from the City of Leesburg Planning Commission acting as the Local Planning Agency, regarding amendment of the Comprehensive Plan of the City of Leesburg, and has made recommendations to the City Commission for amendment of the Plan; and

**WHEREAS**, the City Commission of the City of Leesburg has held public hearings on the proposed amendment to the plan, in light of written comments, proposals and objections from the general public;

**NOW, THEREFORE,**

**BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA,**  
**that:**

**Section 1.**

The Growth Management Plan of the City of Leesburg, adopted by the City of Leesburg on September 22, 2003, pursuant to the Local Government Planning and Land Development Regulations Act of 1985, Chapter 163, Part II, Florida Statutes, after public hearings by the City of Leesburg Planning Commission, is hereby amended in the following manner:

The Future Land Use Map is amended by changing the designation of an approximate .51 acre parcel of land generally located on the west side of Executive Boulevard, south of County Road 44 from City Medium Density to City Transitional as shown on Attachment 1, the revised map of said area., lying in Section 23, Township 19 South, Range 24 East, Lake County, Florida, legally described as:

Legal Description  
(See Exhibit A)

**Section 2.**

All ordinances or part of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

**Section 3.**

This ordinance shall become effective upon its passage and adoption, according to law.

**PASSED AND ADOPTED** at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**THE CITY OF LEESBURG**

By:

---

Mayor John Christian

ATTEST:

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Betty Richardson, City Clerk

## EXHIBIT A

The South 175 feet of the North 275 feet of the West 150 feet of Lot 4, of the N.C. Lee Estates, according to the plat thereof as recorded in Plat Book 1, Page 75, Public Records of Lake county, Florida. Less the right of way for Lee Street along the Westerly side.

Alternate Key Number: 1726611



# AGENDA MEMORANDUM

**Item No:** 5.E.2.

**Meeting Date:** July 14, 2014

**From:** Bill Wiley, AICP, Community Development Director

**Subject:** An ordinance rezoning approximately .51 acres generally located on the northeast corner of Lee Street and West Oak Terrace Drive, from City R-2 (Medium Density Residential) to City SPUD (Small Planned Unit Development) - Leesburg Land Company, Inc.

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## **Staff Recommendation:**

The Planning staff and the Planning Commission recommend approval of the proposed rezoning for the subject property to the SPUD (Small Planned Unit Development).

## **Analysis:**

The project site is approximately .51 acres. The property is generally located on the northeast corner of Lee Street and West Oak Terrace Drive, as shown on the attached General Location Map. The present zoning for this property is City R-2 (Medium Density Residential). Currently, the property is used as an office. The proposed uses of the property are offices, a private school or medical uses. The surrounding zoning of adjacent properties is City R-2 (Medium Density Residential), R-1 (Low Density Residential), and R-P (Residential-Professional). The proposed Land Use designation for the subject property is City Transitional.

The proposed zoning district of City SPUD (Small Planned Unit Development) is compatible with the adjacent and nearby properties in the area and with the existing future land use designations

The existing land uses surrounding the property are office, multi-family residential and single-family residential. Currently, the property is served by City utilities.

By a vote of 4 to 0 (one abstained due to conflict of interest) on June 19, 2014, the Planning Commission voted to recommend approval.

## **Options:**

1. Approve the proposed rezoning to City SPUD (Small Planned Unit Development) thereby allowing consistent zoning and development standards for this area.
2. Other such action as the Commission may deem appropriate.

**Fiscal Impact:**

There will be a positive fiscal impact to the City through the redevelopment of this property.

**Submission Date and Time:** 7/9/14 6:06 PM

Department: Community Development Prepared by: Bill Wiley, AICP Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input type="checkbox"/> Dates: _____ Attorney Review : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head <u>BW</u> Finance Dept. _____ Deputy C.M. _____ Submitted by: City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, REZONING APPROXIMATELY 0.51 ACRES FROM CITY R-2 (MEDIUM DENSITY RESIDENTIAL) TO CITY SPUD (SMALL PLANNED UNIT DEVELOPMENT) TO ALLOW ADDITIONAL USES FOR A PROPERTY LOCATED ON THE NORTHEAST CORNER OF LEE STREET AND WEST OAK TERRACE DRIVE, AS LEGALLY DESCRIBED IN SECTION 23, TOWNSHIP 19, RANGE 24, LAKE COUNTY, FLORIDA, SUBJECT TO CONDITIONS CONTAINED IN EXHIBIT A; AND PROVIDING AN EFFECTIVE DATE. (Leesburg Land Company, Inc.)

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA, that:

**Section 1.**

Based upon the petition of Leesburg Land Company, Inc. the owner of the property hereinafter described, which petition has heretofore been approved by the City Commission of the City of Leesburg Florida, pursuant to the provisions of the Laws of Florida, the said property located in Lake County, Florida, is hereby rezoned from City R-2 (Medium Density Residential) to City SPUD (Small Planned Unit Development), zoning district subject to conditions contained in Exhibit A to-wit:

LEGAL DESCRIPTION

See attached Legal Description Exhibit B

**Section 2.**

This ordinance shall become effective upon its passage and adoption, according to law.

**PASSED AND ADOPTED** at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**THE CITY OF LEESBURG**

By: \_\_\_\_\_  
Mayor John Christian

ATTEST:

\_\_\_\_\_  
Betty Richardson, City Clerk

**LEESBURG LAND COMPANY, INC.  
REZONING TO SPUD (SMALL PLANNED UNIT DEVELOPMENT)  
PLANNED DEVELOPMENT CONDITIONS  
June 19, 2014**

These Planned Development Conditions for a SPUD (Small Planned Unit Development) District are granted by the City of Leesburg Planning Commission, Lake County, Florida to Leesburg Land Company, Inc., "Permittee" for the purposes and terms and conditions as set forth herein pursuant to authority contained in Chapter 25 "Zoning", Section 25-278 "Planned Development Process" of the City of Leesburg Code of Ordinances, as amended.

**BACKGROUND:** The "Permittee" has submitted an application requesting a SPUD (Small Planned Unit Development) zoning district to permit single family residential, office, medical and educational uses on an approximately .51 acre site within the City of Leesburg in accordance with their Planned Development application and supplemental information.

**1. PERMISSION**

Permission is hereby granted to Leesburg Land Company, Inc. to operate and maintain a SPUD (Small Planned Unit Development) development in and on real property in the City of Leesburg. The property is generally located on the northeast corner of Lee Street and West Oak Terrace Drive. The property is more particularly described as shown in the attached legal description below.

**2. LEGAL DESCRIPTION**

See attached legal Exhibit B

**3. LAND USES**

The above-described property shall be used for SPUD (Small Planned Unit Development) uses as limited herein, and pursuant to City of Leesburg development codes and standards.

C. Uses

- 1) Uses shall be those listed as permitted uses in this document and shall occupy the approximate area as shown on the Conceptual Plan.
- 2) Permitted Uses shall be as follows:
  - a. Single family residential, office, medical and educational uses including associated uses.
- 3) Uses prohibited shall be as follows:
  - a. commercial and industrial uses
  - b. group homes
  - c. entertainment/recreation
  - d. places of worship



- e. crematoriums
- f. Any other similar uses which are not considered single family residential, office, medical and educational in character or intensity which may adversely impact the adjoining properties due to traffic, noise, dust, etc.

B. Area

The Impervious surface coverage for this site shall not exceed eighty (80) percent of the gross site area.

C. Open Space

A minimum of twenty (20) percent of the site shall remain as open space, including retention areas, buffer and landscaped areas. Parking areas and vehicle access areas shall not be considered in calculating open space.

4. **SITE ACCESS**

- A. Access to the property is currently available from two driveway locations, on the west to North Lee Street and on the south to West Oak Terrace Drive.

5. **DEVELOPMENT STANDARDS**

- A. The minimum development standards shall be those required for the R-2 (Medium Density Residential) district except as amended by these conditions including the Conceptual Plan.
- D. All operations shall be carried on entirely within an enclosed structure, except as permitted under accessory uses of Section 25-284, City of Leesburg Code of Ordinances, as amended.

6. **PARKING**

- B. The permittee shall maintain off-street parking spaces within the project per the conceptual site plan, pursuant to the City of Leesburg Code of Ordinances, as amended, which shall include the required number of handicapped parking spaces.

7. **WETLANDS**

- A. Should wetlands exist on the site, the following requirements shall apply. Prior to disturbance or development of any wetland area, the "Permittee" shall submit and receive approval from all affected governmental agencies to include, but not limited to, St. John's River Water Management District and the State of Florida Department of Environmental Regulation. Any notice of violation from any affected agency shall be cause for a cease and desist order on permits issued by the City of Leesburg until such time as the violation has been resolved with the appropriate agency(s).

8. **DRAINAGE AND UTILITIES**

- A. Prior to receiving Final Development Plan Approval, the "Permittee" shall submit, if applicable, a Master Site Drainage Plan and Utility Implementation Plan acceptable to the City of Leesburg. Prior to removal, renovation or demolition of any existing development on the site, the permittee shall provide:

- 1) A detailed site plan demonstrating no direct discharge of stormwater runoff generated by the development into any natural surface waters or onto adjacent properties.
- 2) A detailed site plan indicating all provisions for electric, water, sewer, and natural gas in accordance with the site plan review process as required by the City of Leesburg Code of Ordinances.

**9. TRANSPORTATION**

- A. If future redevelopment of the property is desired, any transportation improvements including but not limited to signage or turn lanes shall be contingent upon site plan approval by City of Leesburg staff during development review/permit application. All required transportation improvements shall comply with regulations of the City of Leesburg, as applicable.

**10. LANDSCAPING AND BUFFER REQUIREMENTS**

- A. Should additional landscaping and/or buffering be required, it shall be in accordance with regulations contained within the City of Leesburg Code of Ordinances including;
- 1) For each one hundred (100) linear feet, or fraction thereof, of boundary, the following plants shall be provided in accordance with the planting standards and requirements of the City of Leesburg Code of Ordinances, as amended.
    - a. Two (2) canopy trees
    - b. Two (2) ornamental trees
    - c. Thirty (30) shrubs
    - d. The remainder of the buffer area shall be landscaped with grass, groundcover, and/or other landscape treatment.
    - e. Existing vegetation in the required buffer shall be protected during construction.

**11. MAINTENANCE**

- A. With the exception of public utilities and sidewalks, maintenance of all site improvements, including but not limited to drives, internal sidewalks, landscaping and drainage shall be the responsibility of the owner.

**12. MISCELLANEOUS CONDITIONS**

- A. The uses of the proposed project shall only be those uses identified in the approved Planned Development Conditions. Any other proposed use must be specifically authorized in accordance with the Planned Development amendment process.
- B. No person, firm or corporation shall erect, construct, enlarge, alter, repair, remove, improve, move, convert, or demolish any building structure, or alter the land in any manner without first submitting the necessary plans and obtaining appropriate approvals in accordance with the City of Leesburg Codes.
- C. Construction and operation of the proposed use(s) shall at all times comply with City and other governmental agencies rules and regulations.

- D. The transfer of ownership or lease of any or all of the property described in this SPUD Agreement shall include in the transfer or lease agreement, a provision that the purchaser or lessee is made good and aware of the conditions pertaining to the Planned Unit Development established and agrees to be bound by these conditions. The purchaser or lessee may request a change from the existing plans and conditions by following the procedures as described in the City of Leesburg Land Development Code, as amended.
- E. These SPUD Conditions shall inure to the benefit of, and shall constitute a covenant running with the land and the terms, conditions, and provisions hereof, and shall be binding upon the present owner and any successor, and shall be subject to each and every condition herein set out.

13. **CONCURRENCY**

As submitted, the proposed zoning change does not appear to result in demands on public facilities which would exceed the current capacity of some public facilities, such as, but not limited to roads, sewage, water supply, drainage, solid waste, parks and recreation, schools and emergency medical facilities. However, no final development order (building permits) shall be granted for a proposed development until there is a finding that all public facilities and services required for the development have sufficient capacity at or above the adopted level of service (LOS) to accommodate the impacts of the development, or that improvements necessary to bring facilities up to their adopted LOS will be in place concurrent with the impacts of the development.

## LEGAL DESCRIPTION

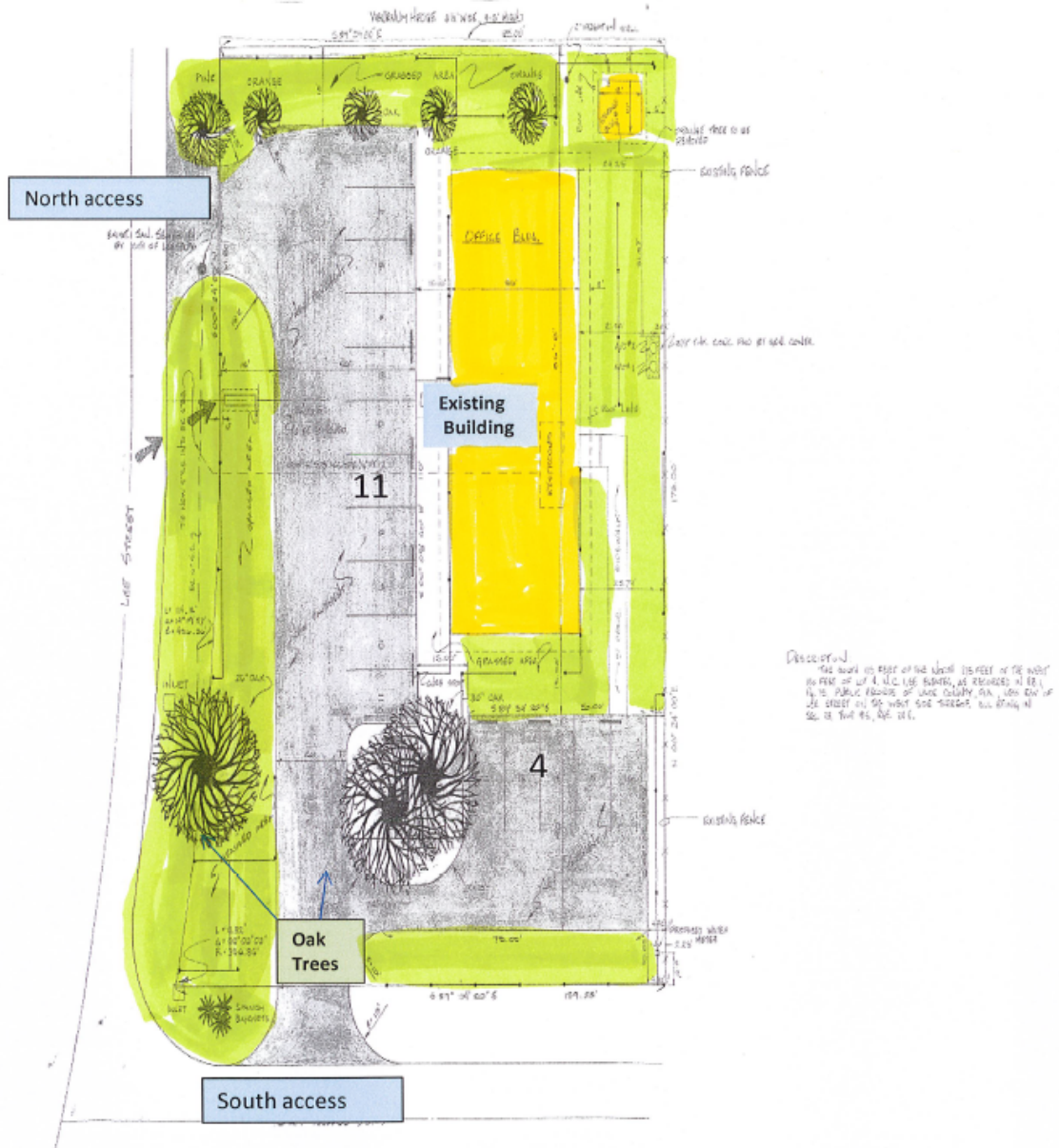
## EXHIBIT B

The South 175 feet of the North 275 feet of the West 150 feet of Lot 4, of the N.C. Lee Estates, according to the plat thereof as recorded in Plat Book 1, Page 75, Public Records of Lake county, Florida. Less the right of way for Lee Street along the Westerly side.

Alternate Key #: 1726611

# SITE PLAN

# EXHIBIT C



SSCP 14-55/RZ 14-54  
800 North Lee Street  
Leesburg, Florida 34748

North 



# AGENDA MEMORANDUM

**Item No:** 5F.

**Meeting Date:** July 14, 2014

**From:** Leo Treggi, Airport Manager

**Subject:** Resolution approving Purchase of land to be annexed to the Leesburg International Airport

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**Staff Recommendation:**

Staff recommends approval of the purchase.

**Analysis:**

Due to the airport's geographical position and natural features, such as wetlands, the airport lacks sufficient useful land for development. The land acquisition is crucial to attach more useful land to the airport and improve its capacity. Additionally, the proximity of the proposed land to runway 31 and the future seaplane ramp warrants such acquisition in order to protect operational areas, imaginary surfaces, enhance safety and security, and avoid future noise problems.

Such acquisition would allow for aviation development, especially related to seaplanes, and commercial development. The parcels to be acquired enhance the value and development potential of the airport's northeastern area by yielding access to Lake Harris, airfield, and HWY 441.

The appraisal attached was conducted as part of the acquisition process as required by regulations. The original asking price for the property was \$149,000.00. The appraised value of the property is \$135,000.00. However, the seller has agreed to sell the property for \$130,000.00. The final purchase price excludes the value of the wetlands on the property; therefore, the purchase price reflects the value of the useful land only.

Once acquired, the land has a higher value to the airport for reasons discussed above. Additionally, there is interest of at least one organization, at the moment, to develop a part of the land in the near future after the land is acquired by the airport.

Nonetheless, during recent conversations with FAA and FDOT, it became apparent that the seaplane ramp will be placed partially on the proposed land so that it won't interfere with Runway 13-31's surfaces and comply with FAA's most recent regulations. Therefore, the seaplane ramp may become impossible without the acquisition of the proposed land. More on the subject will be determined during the seaplane ramp design phase.

The Airport Advisory Board has reviewed the appraisal and recommended the purchase of the land.

### Options:

1. Authorize the execution of the Sale and Purchase Contract; or
2. Such alternative action as the Commission may deem appropriate

### Fiscal Impact:

A grant has been previously executed with FDOT for the acquisition of this land (80% FDOT and 20% Airport). As result, \$104,000.00 will be paid by FDOT and \$26,000.00 by the Airport, which is available within the Airport Reserves for Capital Improvements. The Commission previously approved this grant on December 16, 2013 for up to \$150,000.00.

**Submission Date and Time:** 7/9/2014 6:06 PM

<b>Department:</b> <u>Airport</u> <b>Prepared by:</b> <u>Leo Treggi</u> <b>Attachments:</b> Yes <u>X</u> No _____ <b>Advertised:</b> <u>Not Required</u> <u>X</u> <b>Dates:</b> _____ <b>Attorney Review :</b> Yes <u>X</u> No _____ _____ <b>Revised 6/10/04</b>	<b>Reviewed by: Dept. Head</b> _____ <b>Finance Dept.</b> _____ <b>Deputy C.M.</b> _____ <b>Submitted by:</b> _____ <b>City Manager</b> _____ _____	<b>Account No.</b> <u>031-1821-542-6110</u> <b>Project No.</b> <u>310018</u> <b>WF No.</b> <u>WF0879622/1</u> <b>Budget</b> <u>\$150,000.00</u> <b>Available</b> <u>\$150,000.00</u>
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RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A SALE AND PURCHASE CONTRACT WITH SOFRAN LEESBURG, LTD., FOR LAND TO BE ANNEXED TO THE LEESBURG INTERNATIONAL AIRPORT; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

**THAT** the Mayor and City Clerk are hereby authorized to execute Sale and Purchase Contract with Sofran Leesburg, Ltd., whose address is 3019 Cecelia Drive, Apopka, FL 32703, for land generally located at College Drive, Leesburg, Florida, as described on Exhibit "A" of the Sale and Purchase Contract.

**THAT** this resolution shall become effective immediately.

**PASSED AND ADOPTED** by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 14<sup>th</sup> day of July 2014.

\_\_\_\_\_  
John Christian, Mayor

ATTEST:

\_\_\_\_\_  
Betty Richardson, City Clerk





# AGENDA MEMORANDUM

**Item No:** 5G.

**Meeting Date:** July 14, 2014

**From:** Al Minner, City Manager

**Subject:** Resolution authorizing execution of a professional services agreement for engineering services on a continuing basis for airport projects.

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**Staff Recommendation:**

Staff recommends award of the Request for Qualifications and approval of the resolution authorizing execution of an agreement with Avcon, Inc.

**Analysis:**

The purpose of this solicitation is to establish a continuing services agreement with two qualified firms to provide professional engineering services for city projects as provided by FS 287.055, the Consultant's Competitive Negotiations Act (CCNA).

The scope of services includes, but is not limited to planning, environmental assessments, studies, engineering design, and construction administration activities related to airport projects.

All work will be in accordance with Standards for Professional Engineering. For future projects, the City will negotiate the technical aspects of the scope of work, deliverables, and fees, on a project-by-project basis. When the parties have agreed on a scope of work and cost a Task Order will be prepared. The cost of the Task Order will be determined using the Schedule of Fees in the Master Agreement. The Task Order will be executed by either the City manager or Mayor following approval by the City Commission. The executing authority will depend on the total cost of each individual Task Order.

**Procurement Analysis:**

On March 10, 2014 the Purchasing Division issued Request for Qualifications (RFQ) number 140133 inviting interested and qualified firms to submit Technical Proposals/Qualifications Statements which demonstrated the professional qualifications and competence of their organization by responding to specific evaluation criteria published in the RFQ, by which their proposals would be judged against to determine which would be best to serve the needs of the City.

On April 10, 2014 the City received qualification statements from four engineering firms. A technical evaluation panel consisting of the Airport Manager, Gas Director and Public Works Director evaluated the responses detailing the respondent organizations project team, firm's approach to the City's anticipated needs, and previous experience with Airport projects for airports similar to Leesburg International Airport in size and operation.

The State of Florida adopted the Consultants Competitive Negotiation Act (CCNA) more than 30 years ago. This law has served as 'the standard' as other states have studied and enacted other qualifications-based procurement laws for professional services. The purpose of the act was to require government agencies including municipalities to:

- Provide public notice of all projects;
- Select the most qualified firm for a particular project through consideration of a firm's qualifications and experience without consideration of fees; and
- Negotiate fair and reasonable fees with the selected firm(s).

The solicitation was conducted in compliance with the CCNA, Florida Statute 287.055 governing the acquisition of professional engineering services requested under this solicitation which contains policy and procedural requirements to be followed when soliciting evaluating and selecting firms to perform professional engineering services. The CCNA requires the evaluation of current statements of qualifications and performance data, together with those that may be submitted by other firms regarding the proposed project demonstrating their qualifications, approach to the project, and ability to furnish the required services.

To comply with the CCNA, the solicitation included established evaluation criteria elements successfully used to conduct similar CCNA type procurements previously. The criterion, based on the scope of work, with their relative importance emphasized by maximum obtainable point values were:

<b>Criteria Element</b>	<b>Weight/Points</b>
Firms Experience on Airport Engineering Projects	30 weight
Experience of Key Personnel	25 weight
Approach	25 weight
Ability of the Firm to Service the City of Leesburg	10 weight
Overall Impression of the Firm and its Capabilities	10 weight
<b>TOTAL SCORE POSSIBLE</b>	100 weight
Total Points Possible (Ranking 0-5 multiplied by weight)	500 Base Points
<b>BONUS POINTS</b>	
Local Vendor Preference – Tier 1=10 pts; Tier II = 4 pts	10 Points Maximum
Previously Awarded Work	10 Points Maximum

In the tradition of fundamental source selection principles which stress the need to adhere strictly to the evaluation criteria set forth in the RFQ and following the evaluation and scoring methodology in the source selection/technical evaluation plan, the proposals were evaluated by the technical evaluation panel in a fair, uniform, and objective manner solely in accordance with the CCNA and evaluation criteria.

The evaluation committee has come to a consensus and recommends award of the RFQ and execution of an agreement with Avcon, Inc. as the highest ranked firm submitting a response to our RFQ 140133. A detailed evaluation tabulation and the evaluation committee consensus memo are attached for your review.

## SUMMARY OF RANKING

Firm Name	Evaluator Scores			Total Points	Evaluator Rank			Total Ordinal Score*	Final Ranking
	1	2	3		1	2	3		
Avcon, Inc.	384.0	495.0	358.3	1237	1	1	1	3	1
American Infrastructure Development, Inc.	330.8	440.0	306.5	1077	2	2	2	6	2
Hoyle Tanner & Associates, Inc.	319.0	427.5	273.8	1020	3	3	3	9	3
C & S Engineers, Inc.	288.3	347.5	250.3	886	4	4	4	12	4

\*Total of evaluator rankings. Lower is better.

### Options:

1. Approve execution of the agreements with Avcon, Inc.; or
2. Such alternative action as the Commission may deem appropriate

### Fiscal Impact:

The fiscal impact is unknown at this time. There is currently no work to be performed under this agreement. When work is ordered under this agreement it will be done using a Task Order. Task Orders will be processed and approved at that time depending on the cost of services.

**Submission Date and Time:** 7/9/2014 6:06 PM

Department: <u>City Manager / Airport</u> Prepared by: <u>Mike Thornton</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input checked="" type="checkbox"/> Not Required <input type="checkbox"/> Dates: <u>March 9, 2014</u> Attorney Review: Yes <input type="checkbox"/> No <input type="checkbox"/>  Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">City Manager</div> <div style="border-top: 1px solid black; width: 100%; margin-top: 10px;"></div> <div style="border-top: 1px solid black; width: 100%; margin-top: 10px;"></div>	Account No. <u>NA</u> Project No. _____ WF No. _____ Budget <u>NA</u> Available <u>NA</u>
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RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH AVCON, INC. TO PROVIDE ENGINEERING SERVICES ON A CONTINUING BASIS FOR AIRPORT RELATED PROJECTS; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

**THAT** the Mayor and City Clerk are hereby authorized to execute an agreement with AVCON, INC. whose address is 555 E. Michigan Street, Suite 200, Orlando, FL 32822 (email address: s\_singh@avconinc.com) for professional engineering services related to Airport projects pursuant to Request for Qualifications 140133.

**THAT** this resolution shall become effective immediately.

**PASSED AND ADOPTED** by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 14th day of July 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



# AGENDA MEMORANDUM

**Item No:** 5H.

**Meeting Date:** July 14, 2014

**From:** Lori Beach, Customer Service Manager

**Subject:** Resolutions authorizing certain agencies to administer the C.U.R.E. (Citizen Utility Relief Effort)

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## **Staff Recommendation:**

Staff recommends adoption of the attached resolutions authorizing certain agencies to administer CURE (Citizen Utility Relief Effort), setting forth the eligibility guidelines for CURE and establishing a Voucher Program.

## **Analysis:**

On September 23, 1991 the City Commission approved the creation of the Citizens Utility Relief Effort (C.U.R.E.) Voucher Program to assist utility customers who are unable to pay their bills. The general purpose for granting this assistance states the fund may be used in the event of loss of employment or an unexpected illness or injury.

On September 9, 2013 the City Commission set forth eligibility guidelines for the C.U.R.E. Voucher Program. The agencies currently administering the program are Lake Community Action Agency and Christian Care Center/Benevolence Center. These agreements expired in September 2009.

Staff recommends approving The Restoration Outreach Community Center and Christian Care Center to provide C.U.R.E. vouchers to utility customers.

## **Options:**

1. Adopt the resolutions approving The Restoration Outreach Community Center and Christian Care Center to administer the C.U.R.E. Voucher Program, or
2. Such alternative action as the Commission may deem appropriate.

## **Fiscal Impact:**

The City budgets \$5,000 for the C.U.R.E. program. The City also accepts donations to the C.U.R.E. program. The amount of money provided to the agencies is based on the amount received from customers in contributions/donations.

Submission Date and Time: 7/9/2014 6:06 PM

<p>Department: _____ Prepared by: _____ Attachments: Yes___ No ___ Advertised: _____Not Required _____ Dates: _____ Attorney Review : Yes___ No ___ _____ Revised 6/10/04</p>	<p>Reviewed by: Dept. Head _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: <b>City Manager</b> _____ _____</p>	<p>Account No. <u>001-1295-564-4990</u> Project No. _____ WF No. _____ Budget <u>\$5,000.00</u> Available _____</p>
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RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF LEESBURG AND THE CHRISTIAN CARE CENTER TO PROVIDE C.U.R.E. (CITIZENS UTILITY RELIEF EFFORT) VOUCHERS TO UTILITY CUSTOMERS THROUGH SEPTEMBER 30, 2015; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

**THAT** the Mayor and City Clerk are hereby authorized to execute an agreement with The Christian Care Center to assist the City in providing C.U.R.E. vouchers to utility customers.

**THAT** this resolution shall become effective immediately.

**PASSED AND ADOPTED** by the City Commission of the City of Leesburg, Florida, at a regular meeting held the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF LEESBURG AND THE RESTORATION OUTREACH COMMUNITY CENTER TO PROVIDE C.U.R.E. (CITIZENS UTILITY RELIEF EFFORT) VOUCHERS TO UTILITY CUSTOMERS THROUGH SEPTEMBER 30, 2015; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

**THAT** the Mayor and City Clerk are hereby authorized to execute an agreement with The Restoration Outreach Community Center to assist the City in providing C.U.R.E. vouchers to utility customers.

**THAT** this resolution shall become effective immediately.

**PASSED AND ADOPTED** by the City Commission of the City of Leesburg, Florida, at a regular meeting held the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk





# AGENDA MEMORANDUM

**Item No:** 5I.  
**Meeting Date:** July 14, 2014  
**From:** William Spinelli  
**Subject:** Resolution authorizing certain amendments relating to its outstanding hospital revenue refunding bonds, Series 2011.

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## Staff Recommendation:

City staff recommends approval of the requested changes in the attached Resolution.

## Analysis:

The 2011 bonds were placed with JPMorgan and the hospital and the bank have negotiated a change in interest rate and an extension of the initial tender date for the bonds. This is not considered to be a full refunding.

## Options:

- 1.
2. Such alternative action as the Commission may deem appropriate

## Fiscal Impact:

None

**Submission Date and Time:** 7/9/2014 6:06 PM

<b>Department:</b> _____ <b>Prepared by:</b> _____ <b>Attachments:</b> Yes___ No___ <b>Advertised:</b> ___ <b>Not Required</b> ___ <b>Dates:</b> _____ <b>Attorney Review :</b> Yes___ No___ _____ Revised 6/10/04	<b>Reviewed by: Dept. Head</b> _____ <b>Finance Dept.</b> _____ <b>Deputy C.M.</b> _____ <b>Submitted by:</b> _____ <b>City Manager</b> _____ _____	<b>Account No.</b> _____ <b>Project No.</b> _____ <b>WF No.</b> _____ <b>Budget</b> _____ <b>Available</b> _____
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RESOLUTION NO. \_\_\_\_

A RESOLUTION OF THE CITY OF LEESBURG, FLORIDA  
AUTHORIZING CERTAIN AMENDMENTS RELATING TO  
ITS OUTSTANDING HOSPITAL REVENUE REFUNDING  
BONDS (CENTRAL FLORIDA HEALTH ALLIANCE  
PROJECTS), SERIES 2011; AUTHORIZING THE EXECUTION  
AND DELIVERY OF ALL OTHER RELATED INSTRUMENTS  
INCLUDING, WITHOUT LIMITATION, AN ALLONGE TO  
THE 2011 BOND; PROVIDING FOR OTHER  
MISCELLANEOUS MATTERS IN CONNECTION WITH THE  
FOREGOING; AND PROVIDING AN EFFECTIVE DATE.

NOW THEREFORE, BE IT RESOLVED:

**Section 1:** Authority for this Resolution. This Resolution is adopted pursuant to the Constitution of the State of Florida, Chapter 166, Florida Statutes, Part I of Chapter 163, Florida Statutes, Part II of Chapter 159, Florida Statutes, and other applicable provisions of law (collectively, the "Act").

**Section 2:** Definitions. All terms used herein in capitalized form, unless otherwise defined herein, shall have the same meaning as ascribed to them in the Trust Indenture, dated as of October 1, 2011, between the City of Leesburg, Florida (the "City") and The Bank of New York Mellon Trust Company, N.A., as Trustee (the "Trustee") (the "Bond Indenture").

**Section 3:** Findings. The City, acting through its City Commission, has found and determined and does hereby declare that:

The City has previously issued its \$63,340,000 City of Leesburg, Florida, Hospital Revenue Refunding Bonds (Central Florida Health Alliance Projects), Series 2011 (the "2011 Bonds") pursuant to the Bond Indenture and loaned the proceeds thereof to Leesburg Regional Medical Center, Inc. and The Villages Tri-County Medical Center, Inc. (together, the "Obligated Group") under the Financing Agreement dated as of October 1, 2011, between the City and the Obligated Group (the "Financing Agreement").

The Obligated Group is obligated to make debt service payments under the Financing Agreement and the Master Trust Indenture dated as of December 1, 2008, as amended and supplemented from time to time (the "Master Trust Indenture"), among the Obligated Group and The Bank of New York Mellon Trust Company, N.A., as Master Trustee (in such capacity, the "Master Trustee") sufficient to pay debt service on the 2011 Bonds.

The Obligated Group and JPMorgan Chase Bank, N.A., the Owner of 100% of the outstanding principal amount of the 2011 Bonds, desire to amend certain terms of the 2011

Bonds, including a change to the Variable Rate Bank Loan Interest Rate and the purchase dates during a Bank Loan Interest Rate Period (collectively, the "Amendments").

In order to implement the Amendments, the City and the Trustee must execute a First Amendment to Trust Indenture (the "First Amendment"), a form of which is attached hereto as Exhibit A. The amendments to the 2011 Bonds will be evidenced by the Allonge to 2011 Bonds (the "Allonge"), the form of which is attached as Exhibit A to the First Amendment.

**Section 4:**     Approval and Authorization of First Amendment to Trust Indenture. In order to provide for the implementation of the Amendments, the execution and delivery of the First Amendment between the City and the Bond Trustee and the execution and delivery of the Allonge are hereby authorized. The form of the First Amendment attached hereto as Exhibit "A," including the Form of the Allonge attached thereto as Exhibit A, is hereby approved, subject to such changes, insertions and omissions and such filling of blanks therein as may be made in such form of First Amendment and approved by the Bond Trustee and either of the officers of the City executing the same, such execution and delivery to be conclusive evidence of such approval. The Mayor or Mayor Pro Tem of the City and the City Clerk or Assistant City Clerk of the City or their duly authorized alternate officers are hereby authorized and empowered to execute and deliver the First Amendment and the Allonge in substantially the form attached hereto, subject to such changes, insertions and omissions and filling of blanks therein as authorized hereby.

**Section 5:**     Authorizations. The Mayor or the Mayor Pro Tem and the City Clerk or any Assistant City Clerk of the City and the City's Attorney, and such other officers and employees of the City as may be designated by the Mayor or the Mayor Pro Tem, are each designated as agents of the City in connection with the implementation of the Amendments, and are authorized and empowered, collectively or individually, to take all action and steps and to execute all instruments, documents and contracts, whether or not expressly contemplated hereby, and to execute and do all acts and things required by the provisions of this Resolution and by the provisions of the 2011 Bonds and the Bond Indenture, as may be necessary for the full, punctual and complete performance of all the terms, covenants, provisions and agreements herein and therein contained, or as otherwise may be necessary or desirable to effectuate the purpose and intent of this Resolution. The Mayor or Mayor Pro Tem and the City Clerk or any Assistant City Clerk of the City are hereby designated as the primary officers of the City charged with the responsibility of implementing the Amendments.

**Section 6:**     Repeal of Inconsistent Provisions. All resolutions or parts thereof in conflict herewith are to the extent of such conflict superseded and repealed.

**Section 7:**     Invalidity. In case any one or more of the provisions of this Resolution for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of this shall be construed and enforced as if such illegal or invalid provision had not been contained herein or therein.

**Section 8:**     Headings Not Part of Resolution. Any heading preceding the text of the several sections of this Resolution shall be solely for convenience of reference and shall not constitute a part of this Resolution, nor shall such headings affect the meaning, construction or effect of this Resolution.

**Section 9:**     Effective Date. This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED** in public session of the City Commission of the City of Leesburg, Florida, this 14th day of July, 2014.

**CITY OF LEESBURG, FLORIDA**

(SEAL)

By: \_\_\_\_\_  
Mayor

ATTEST:

By: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM  
AND CORRECTNESS:

By: \_\_\_\_\_  
City Attorney

**EXHIBIT A**

**FORM OF FIRST AMENDMENT TO TRUST INDENTURE**



# AGENDA MEMORANDUM

**Item No:** 5J.

**Meeting Date:** July 14, 2014

**From:** DC Maudlin, Public Works Director

**Subject:** Purchase request for liquid sodium hypochlorite for Canal Street wastewater facility

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**Staff Recommendation:**

Staff recommends approval of the expenditure and purchase to Allied Universal Corporation for an additional \$39,700.

**Analysis:**

Liquid sodium hypochlorite (aka chlorine) is used to treat wastewater at the Canal Street waste water treatment facility (WWTF). The Turnpike facility uses chlorine gas in the treatment process.

In March, sewage flow was diverted from the Turnpike plant to the Canal Street plant as part of a project to remove biosolids contaminated with concentrated amounts of molybdenum (moly) from the Turnpike facility. We are diverting approximately 800,000 gallons per day from the Turnpike facility to Canal Street Flow and will continue diverting until the moly is removed and the minor repairs to the Sequencing Batch Reactor (SBR) chambers are completed later this fall. Treatment of an additional 800,000 gpd at Canal Street is using more sodium hypochlorite than originally anticipated.

On October 14, 2013 the Commission approved an expenditure of \$52,500 for sodium hypochlorite at the Canal Street WWTF. Approval of this request would allow an additional \$39,700 to be spent during the remainder of this fiscal year.

The City has an existing unit price agreement with Allied Universal, Inc. for liquid sodium hypochlorite.

**Options:**

1. Approve the request for the additional expenditure of \$39,700;
2. Such alternative action as the Commission may deem appropriate

**Fiscal Impact:**

The Department has funds available by category and will have to monitor expenditures in other line items to stay under budget for the category.

Submission Date and Time: 7/9/2014 6:06 PM

<p>Department: <u>Public Works/Wastewater</u> Prepared by: <u>Mike Thornton</u> Attachments: Yes___ No <u>X</u> Advertised: ___ Not Required <u>X</u> Dates: _____ Attorney Review : Yes___ No ___ _____ Revised 6/10/04</p>	<p>Reviewed by: Dept. Head _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: <b>City Manager</b> _____ _____</p>	<p>Account No. <u>044-4051-535.52-80</u> Project No. <u>447015</u> WF No. _____ Budget <u>\$59,880.00</u> Available _____</p>
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# AGENDA MEMORANDUM

**Item No:** 5K.

**Meeting Date:** July 14, 2014

**From:** Al Minner, City Manager

**Subject:** Resolution approving the Urban County Cooperation Agreement with Lake County relating to CDBG

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**Staff Recommendation:**

Staff recommends approval of the Urban County Cooperative Agreement.

**Analysis:**

The City of Leesburg is entitled to certain Community Development Block Grant (CDBG) funds based on our population, employment and income data. In the past the City has opted not to receive CDBG entitlement money to pursue larger CDBG funding through the small cities program. One such example is the Beecher Street Project. However, with the Beecher street project not yet complete and the City ineligible for larger CDBG funding, a reasonable alternative is to partner with Lake County and comingle our entitlement funds in order to continue making improvements in target areas. By itself, the City is eligible for approximately \$150,000 annually in CDBG entitlement funds. In a partnership with the County, additional funds can be added to this amount and larger annual projects can be considered/accomplished.

If this agreement is approved, there is a three year commitment to accept entitlement funds. The City can resume applying for larger grants after this period.

In summation, this is a good alternative to continue to receive CDBG funds, while the community is completing other CDBG funded projects.

**Options:**

1. Approve Urban County Cooperative Agreement
2. Opt out of CDBG Entitlement Program

**Fiscal Impact:**

No fiscal impact. CDBGs are 100% funded grants provided by the Housing and Urban Service Department.



Submission Date and Time: 7/9/2014 6:06 PM

<p>Department: _____</p> <p>Prepared by: _____</p> <p>Attachments:    Yes___ No ___</p> <p>Advertised: _____ Not Required _____</p> <p>Dates: _____</p> <p>Attorney Review :    Yes___ No ___</p> <p>_____</p> <p>Revised 6/10/04</p>	<p>Reviewed by: Dept. Head _____</p> <p>Finance Dept. _____</p> <p>Deputy C.M. _____</p> <p>Submitted by:</p> <p><b>City Manager</b></p> <p>_____</p> <p>_____</p>	<p>Account No. _____</p> <p>Project No. _____</p> <p>WF No. _____</p> <p>Budget _____</p> <p>Available _____</p>
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RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COMMISSION OF THE  
CITY OF LEESBURG, FLORIDA, AUTHORIZING  
EXECUTION OF THE URBAN COOPERATION  
AGREEMENT WITH LAKE COUNTY RELATING TO  
THE COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,  
FLORIDA:

**THAT** the Mayor and City Clerk are hereby authorized to execute an agreement with Lake County Housing Services, whose address is P. O. Box 7800, Tavares, Florida 32778-7800, for the Urban County Cooperation Agreement.

**THAT** this resolution shall become effective immediately.

**PASSED AND ADOPTED** by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 14<sup>th</sup> day of July 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk